

# USER MANUAL

## Report Manager

Version 1.5 - February 2015



# MediArchive Director





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## Regional Contacts

The address and phone number of the EVS headquarters are usually mentioned in the Help > About menu in the user interface.

You will find the full list of addresses and phone numbers of local offices either at the end of this user manual (for manuals on hardware products) or at the following page on the EVS website: <http://www.evs.com/contacts>.

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# 1. Introduction

## 1.1. About Report Manager

Report Manager is a web application that forms part of the management module of the central archiving system MediArchive Director or MAD.

It is mainly conceived for sales people to find out and keep track of how the digital media archive of their company is being used (e.g. number of users, favorite queries, total time spent by the users browsing the archive, etc.). This information can then be used in their company sales process.

The statistics are retrieved from the MAD database. The user can group and filter the information of each report by specific, predefined criteria and export it for reporting purposes.

## 1.2. Logging into Report Manager

To log into Report Manager, proceed as follows:

1. Enter the address of the Report Manager in your internet browser.

The Report Manager Login window will appear.



2. Enter your username and password, and then click the **Login** button.

If your login was successful, the main window of the Report Manager will open.

You will not be able to log in and will get an error message if:

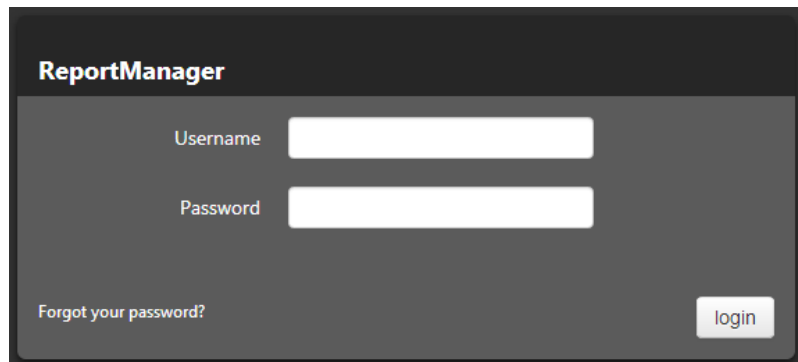
- your username and/or password are incorrect
- your login has expired.

## 1.3. Resetting Your Password

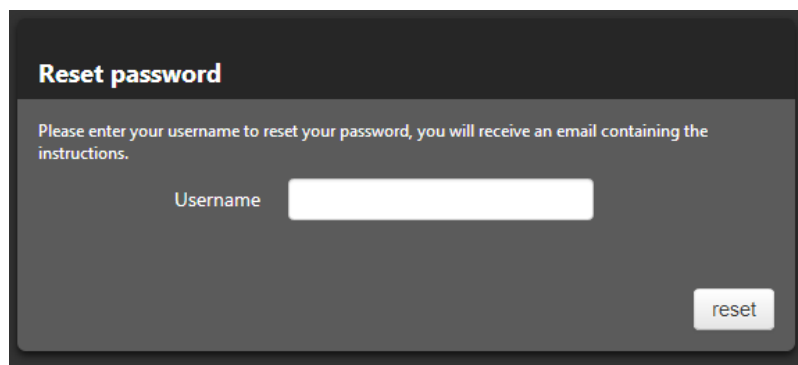
If you have lost or forgotten your login password or you want to change it, you can easily reset it.

To reset your login password, proceed as follows:

1. In the Login window of Report Manager, click the **Forgot Your Password?** link.

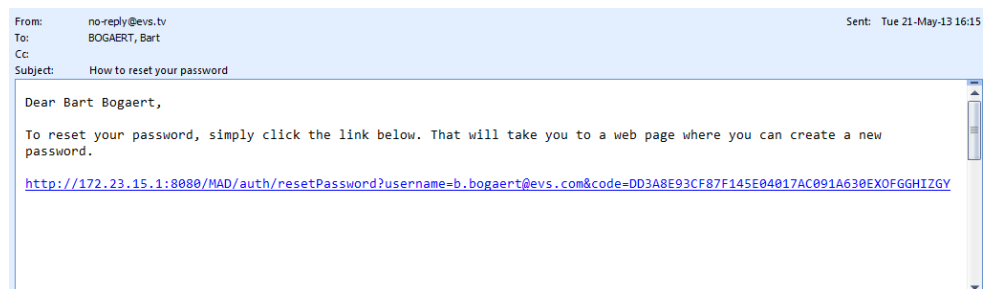
The image shows the 'ReportManager' login interface. It has a dark grey background. At the top, the title 'ReportManager' is in white. Below it, there are two white input fields: 'Username' and 'Password'. To the left of each field is its label in a light grey font. At the bottom left, there is a link that says 'Forgot your password?'. At the bottom right, there is a white button with the word 'login' in grey.

The Reset Password popup window appears.

The image shows a 'Reset password' popup window. It has a dark grey background. At the top, the title 'Reset password' is in white. Below it, there is a light grey box with the text: 'Please enter your username to reset your password, you will receive an email containing the instructions.' Below this box is a white input field for 'Username'. At the bottom right, there is a white button with the word 'reset' in grey.

2. Enter your username and click the **Login** button.

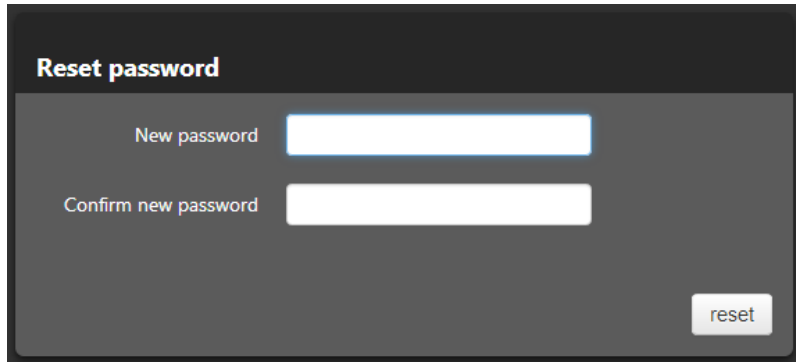
You will receive an email with a link to a page where you can reset your password.



3. Click the link.



The Reset Password window will open.



4. Enter your new password. Type the new password again to confirm.
5. Click the **Reset** button.

The Login window of the Report Manager will appear again. You now can use your newly created password to log in.

If you have already reset your password you will get an error message.

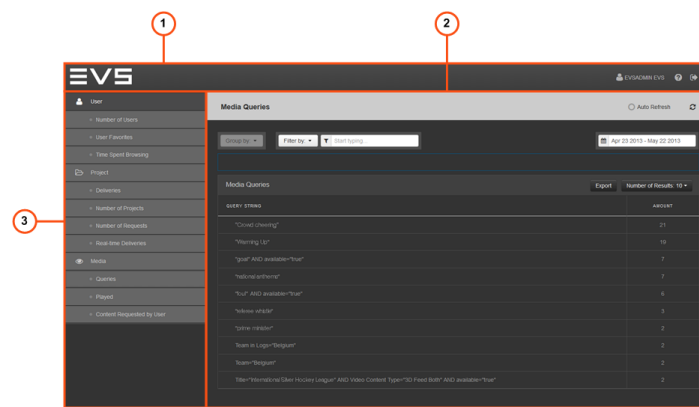
## 1.4. Main Window

### General Description

The main window of Report Manager allows you to navigate between the various reports about the behavior of the users

### Illustration

The main window contains the areas highlighted on the screenshot below:




### Area Description

The table below describes the various parts of the main window:

Part	Name	Description
1.	Header area	<p>This area displays the name of the user that is currently logged in.</p> <p>With the <b>About</b> button you can check the current REST Service and Report Manager version and build number.</p> <p>With the <b>Logout</b> button you can log out of Report Manager.</p>
2.	Report pane	This pane displays a particular report.
3.	Navigation bar	This bar allows you to navigate between the various reports.

## 1.5. Opening the Online Help

To open the Report Manager online help, click  in the Navigation bar (see below).

Click the **Click here for online help** link to open the online help.

## 2. Managing Reports

### 2.1. Report Categories

The reports that can be consulted in Report Manager are divided into the following three categories:

- **User:** Statistics about the behavior of users in the MAD digital archive.
- **Project:** Statistics about the delivery projects created by the users.
- **Media:** Statistics about the media items in the MAD digital archive that were viewed by the user and requested to be delivered.

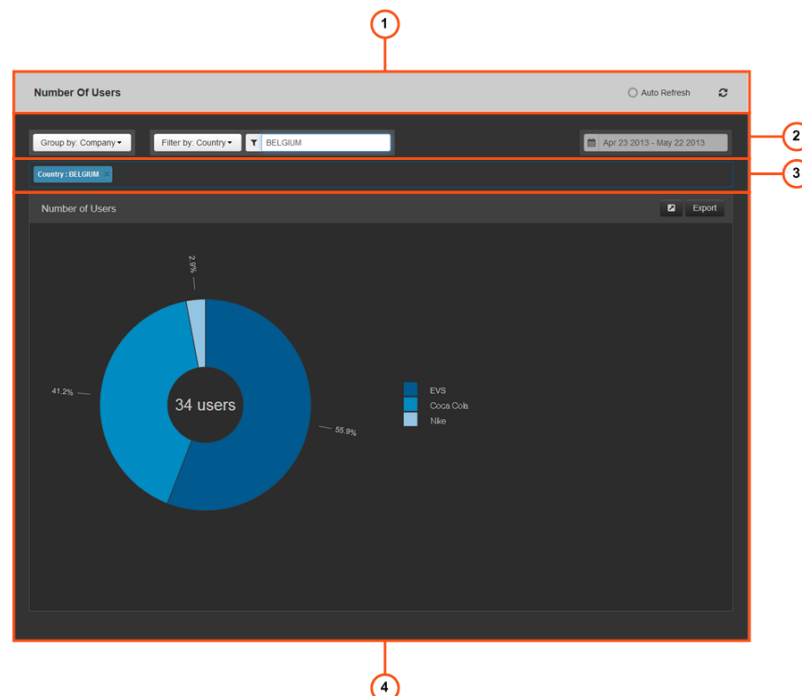
### 2.2. Report Pane

#### General Description

The Report pane displays the statistics of a selected report.

#### Illustration

The main window contains the areas highlighted on the screenshot below:



## Area Description

The table below describes the various parts of the Report pane:

Part	Name	Description
1.	Header area	<p>This area displays the name of the selected report.</p> <p>If the <b>Auto Refresh</b> field is selected, the displayed report data will be automatically refreshed every 30 seconds.</p> <p>With the <b>Refresh</b> button you can manually refresh the displayed report data.</p>
2.	Grouping and Filter fields	These fields allow you to group and narrow down the data displayed in the report. Depending on the selected type of report, these fields will be available or not.
3.	Filter bar	The Filter bar displays the filters that are applied to the data.
4.	Report	This area displays the actual report. The data can be displayed in the form of one or more charts or tables. The data can be exported in the form of a .csv file. Each chart can be expanded or collapsed.

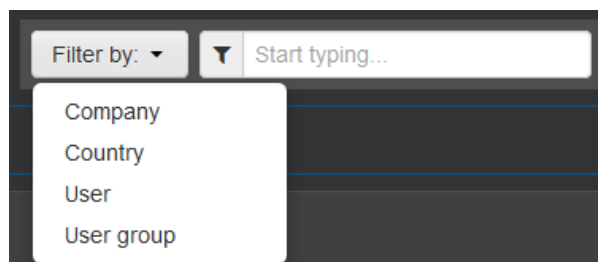
## 2.3. Filtering Data

### 2.3.1. Filtering Data by Criteria

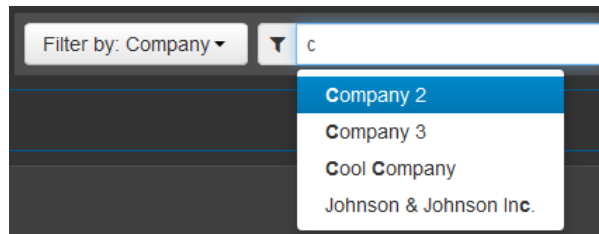
The data in reports can be filtered by one or more criteria.

To do this, proceed as follows:

1. Click the **Filter By** box and select the desired filter.

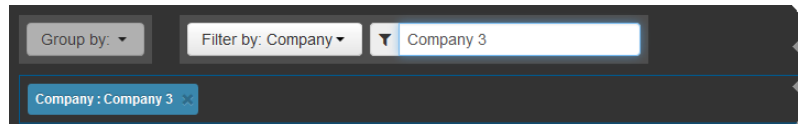


2. In the text field next to the **Filter By** box enter the value you want to filter by. As soon as you click the text field, you will see a maximum of 10 suggestions. This list is not scrollable, but will update as you type.



3. Select the desired filter value.

The selected filter will appear in the Filter bar.



4. Repeat steps 1 tot 3 to add more filters.
5. Click **x** to remove a filter again.



#### Note

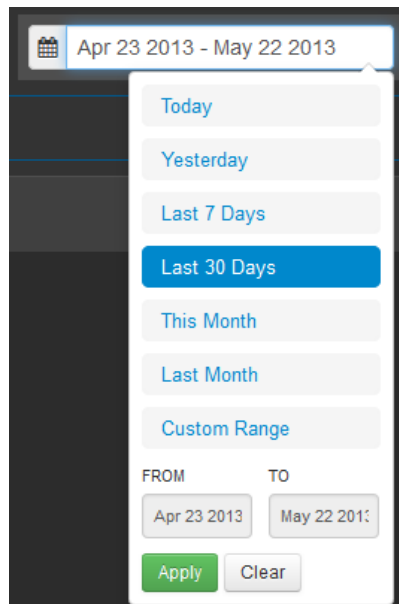
Filter selections are not persistent between reports.

## 2.3.2. Filtering Data by Date Range

The data displayed in most reports can be filtered by a particular date or a particular date range. By default, in most reports the statistics of the last 30 days are displayed.

To filter the data of a report by a particular date or date range, proceed as follows:

1. Click the date picker.



2. Select one of the following options:
  - Today
  - Yesterday

- Last 7 Days
- Last 30 Days
- This Month
- Last Month
- Custom Range

If you select the option Custom Range, you can select a start and end date for the date range. Make sure to click an actual date after clicking left and right to switch months.

← April 2013 →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

← May 2013 →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Yesterday

Last 7 Days

Last 30 Days

This Month

Last Month

Custom Range

FROM

TO

Apr 23 2013

May 22 2013

Apply

Clear

3. Click **Apply** to apply the new filter.



**Note**

The selected date range will be kept if you select another report.

## 2.4. User Reports

### 2.4.1. About User Reports

The reports belonging to the User category allow to retrieve statistics about the behavior of specific users in the MAD archive. Three types of reports can be distinguished:

- Number of Users
- User Favorites
- Time Spent Browsing

Each of these reports will be explained in greater detail below.

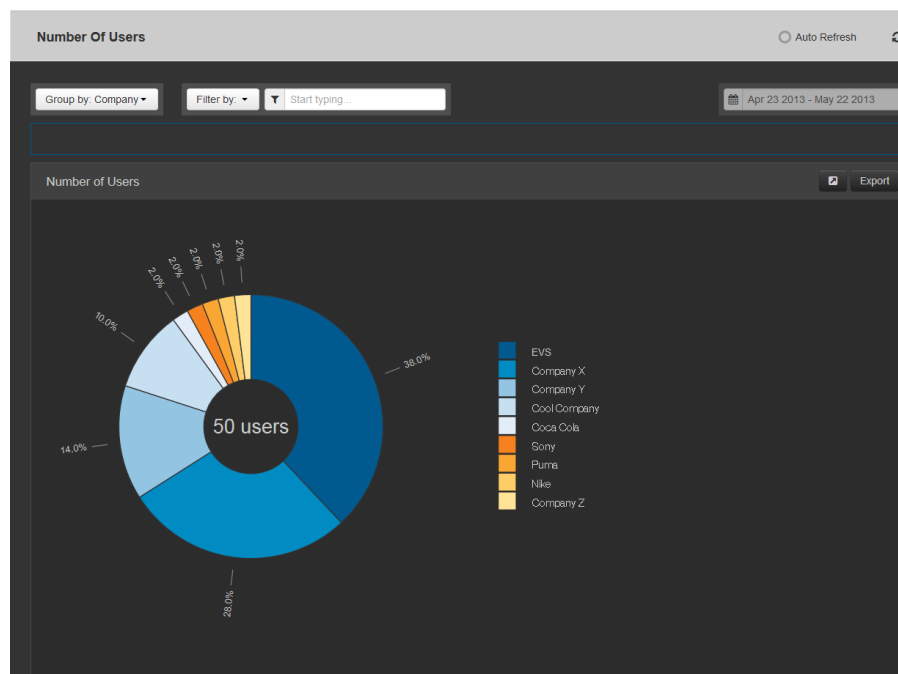
### 2.4.2. Number of Users

#### General Description

The Number of Users report displays the current number of MAD Web client users.

A donut chart displays the total number of users and also the proportional division of users per company. If you hover your cursor over a particular portion, a tool tip will appear giving more detailed information.

Click  to open an enlarged version of the chart.





## Grouping Criteria

By default, the users are grouped per company.

You can also group the users by one of the following criteria:

- **Country:** The home country of the company.
- **Project Status:** The status of a project.
- **Project Status Type:** The type of project created by the MAD Web client users. A project is a container for the media items the user has selected from the digital archive. It also contains the requests the user made to deliver the media items in a particular target format on a particular media carrier to a particular target destination.
- **User Group:** All users of the MAD Web client belong to a particular user group. A user group is a collection of roles or rights. Depending on the user group a user belongs to, he will be able to perform more or less actions in the MAD Web client. An example of a user group is Administrators.

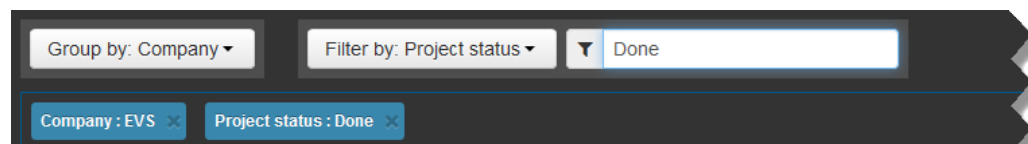
Note that you cannot combine grouping criteria.

## Filter Criteria

Beside grouping the data, you can also filter it by one or more of the following criteria:

- Company
- Country
- Project Status
- Project Status Type
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes.



The data in this report cannot be filtered by date.

## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

## 2.4.3. User Favorites

### General Description

The User Favorites report displays the media items that were marked by each user in the MAD Web client as favorite.

TITLE	USER	START TIMECODE	END TIMECODE	THUMBNAIL
2012 Summer Olympics: Archery Semi-Finals	Smith, Peter	00:01:00:00	00:03:02:12	
2012 Summer Olympics: Badminton 1st Round	Smith, Peter	00:01:15:00	00:02:04:26	
2012 Summer Olympics: Boxing Quarter-Finals	Johnson, Felix	00:00:00:00	00:01:08:19	NO IMAGE AVAILABLE
2012 Summer Olympics: Equestrian Finals	Johnson, Felix	00:59:12:24	00:59:19:02	
2012 Summer Olympics: Judo 2nd Round	Williams, Ophelia	18:58:18:00	18:59:10:49	NO IMAGE AVAILABLE

By default, the first 10 results are shown. Each media item that was marked as favorite is displayed with the following information:

- **Title:** The title of the media item.
- **User:** The name of the user that marked the media item as favorite.
- **Start Timecode:** The start timecode (expressed in hh:mm:ss:ff) of the media item.
- **End Timecode:** The end timecode (expressed in hh:mm:ss:ff) of the media item.
- **Thumbnail:** A thumbnail of the media item (if available).

To view more media items, click the **Number of Results** box and select the desired number of results to be shown. You can choose between '10', '25', '50', '100' or 'All Results'.

### Filter Criteria

You can filter the media items by one of the following criteria:

- Company
- Country
- Title
- User
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes. When the Title filter is selected, you can also filter the media items by a partial media item title.

Note that the media items cannot be filtered by date.

## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

## Previewing Favorite Media

To preview a favourite media item, click the corresponding thumbnail. A video player will open. If you hover your mouse over the bottom part of video player, the controls will appear.



You can:

- play and pause the video
- seek
- view the Mark In and Mark Out area

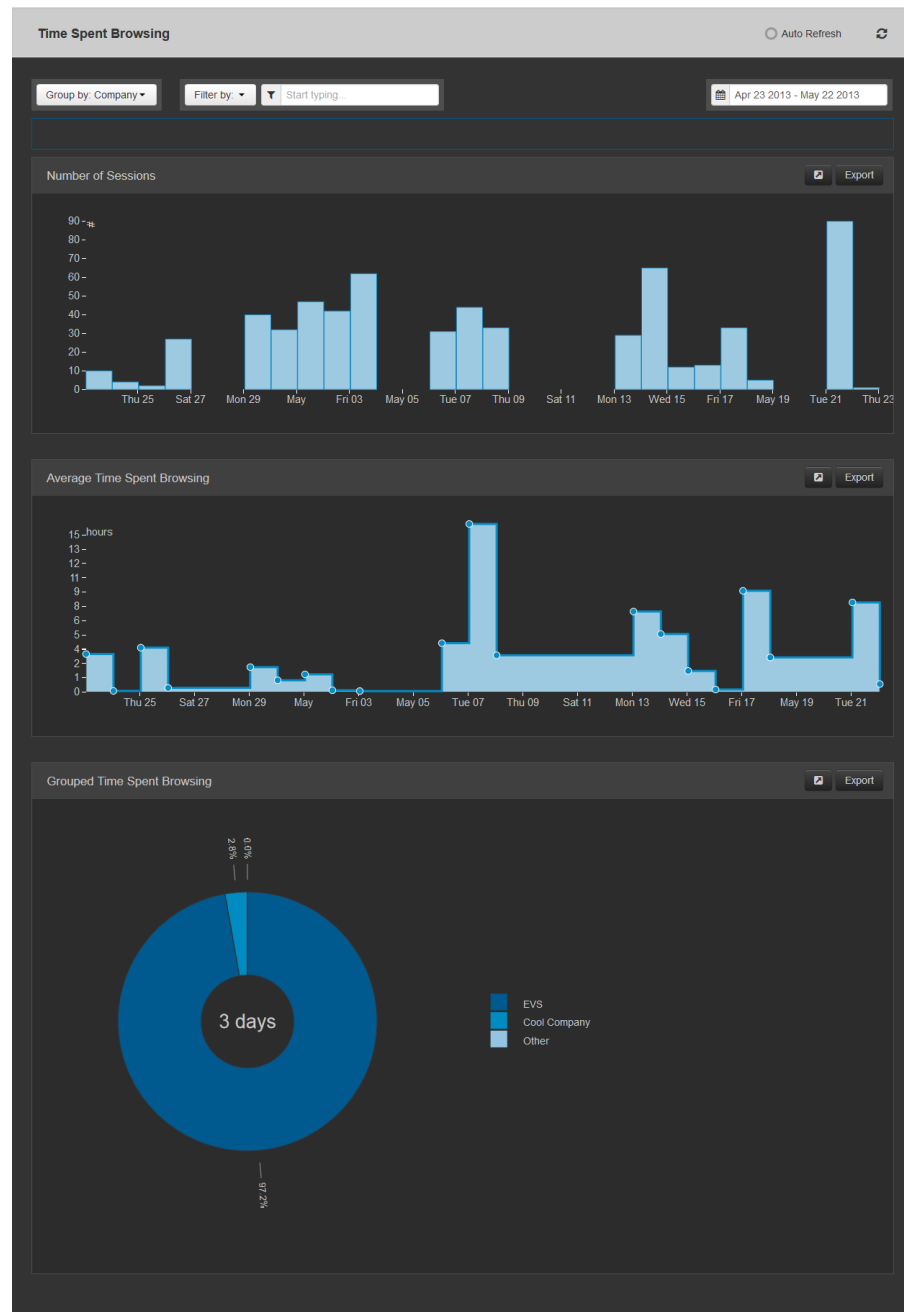


- select the audio level
- navigate to a particular timecode by entering it in the timecode field
- play the video in full screen.

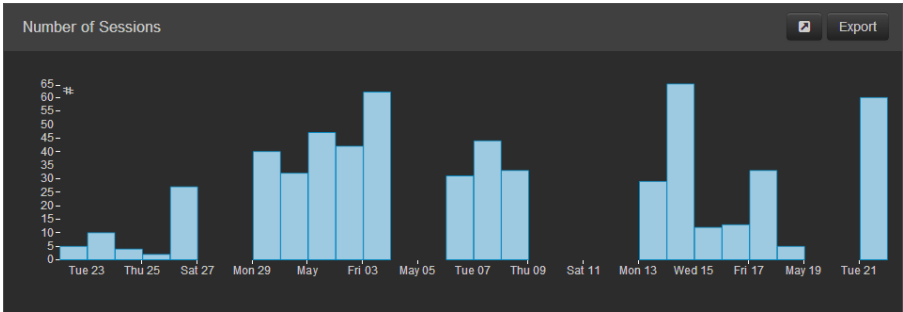
## 2.4.4. Time Spent Browsing

### General Description

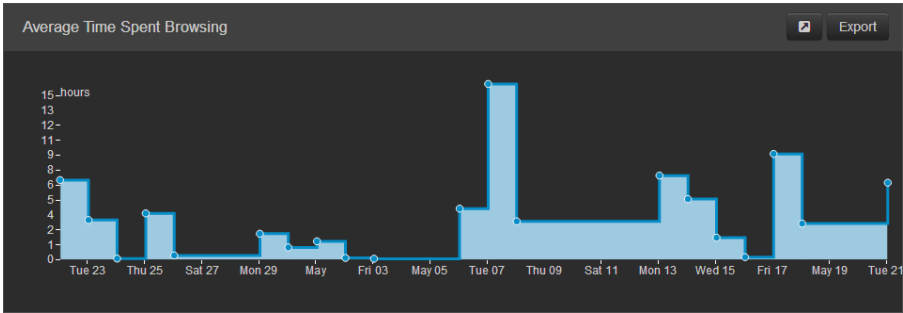
The Time Spent Browsing report displays statistics about the time the users of the MAD Web client spent browsing for media items in the digital archive.



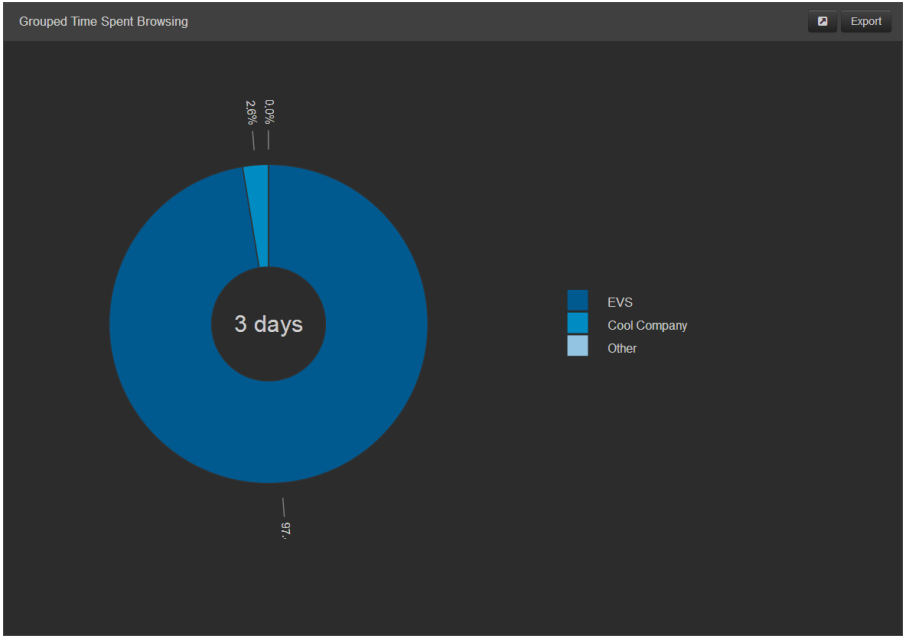
The bar chart displays the number of MAD Web client sessions, i.e. the number of users that have logged into the MAD Web client, per day over a particular period of time. By default, the sessions of the last month are displayed.



The area chart displays the average amount of time the users of the MAD Web client spent browsing in the digital media archive per day over a particular period of time. By default, the average time spent browsing in the last month is displayed. If you hover over one of the points, a tooltip will appear giving more detailed information.



The donut chart displays the total amount of time spent browsing in the digital media archive on a particular day or in a particular period. By default, the total time spent browsing in the last 30 days is shown. If you hover your cursor over a particular portion, a tool tip will appear giving more detailed information.



Click  to open an enlarged version of a chart.

## Grouping Criteria

By default, the data in this chart is grouped by company. It displays how the total time spent browsing is proportionally divided between the various companies.

You can also group the data in the donut chart by the following criteria:

- Country
- User
- User Group

The charts are dynamic and the data will change according to the grouping and filter criteria you select.

## Filter Criteria

Beside grouping the data, you can also filter it by one or more of the following criteria:

- Company
- Country
- Login : The username the user uses to log into Report Manager.
- User
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes.

You can also filter the information by date range.

## Exporting Report Data

To export the information that is displayed, click the **Export** button. It will be exported in the form of a .csv file.

## 2.5. Project Reports

### 2.5.1. About Project Reports

The reports belonging to the Project category allow to retrieve statistics about specific delivery projects. Four types of reports can be distinguished:

- Project Deliveries
- Number of Projects
- Number of Requests
- Real-time Deliveries

Each of these reports will be explained in greater detail below.

## 2.5.2. Project Deliveries

### General Description

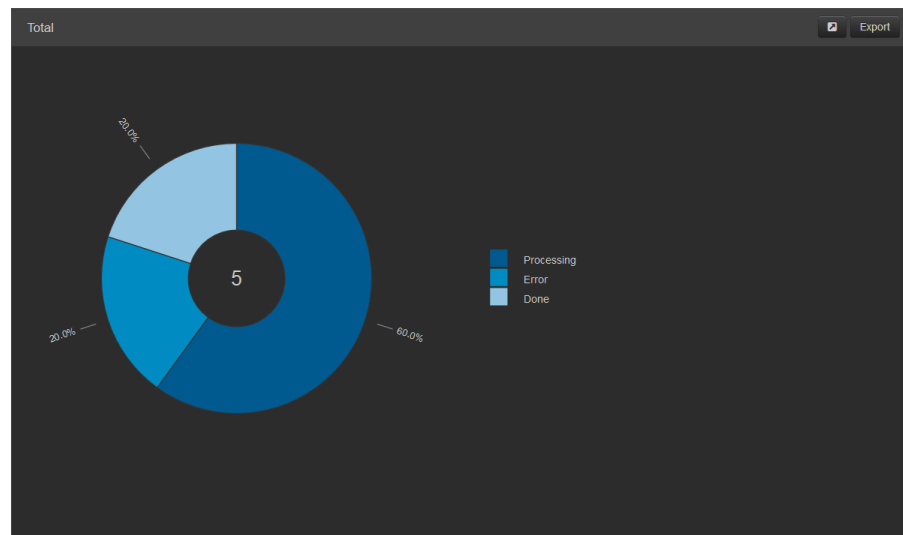
The Project Deliveries report displays the total number of project deliveries that were requested in a particular period and also the number of project deliveries per delivery type.



By default, the project deliveries of the last 30 days are shown grouped by project status.

The first donut chart displays the total number of deliveries (irrespective of the type of project delivery) requested in a particular period and also the proportional division of project deliveries per company. Keep in mind that the same projects could be delivered to multiple deliveries, e.g. Tape and DVD. If you hover your cursor over a particular portion, a tool tip will appear giving more detailed information.





Click  to open an enlarged version of the chart.

Each of the other donut charts represent a particular type of project delivery.

## Group Criteria

You can also group the users by one of the following criteria:

- Company
- Country
- Project Status Type
- **Request:** Deliveries are part of projects, and projects can form part of requests. A request is a demand made by the user to browse for and request the delivery of particular content in the digital media archive. If a request gets accepted by the digital archive owner, the user can create his own projects and browse the archive.
- User Group

## Filter Criteria

Beside grouping the data, you can also filter it by one or more of the following criteria:

- Company
- Country
- Project Status
- Project Status Type
- Request Name
- User
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes.

You can also filter the information by date range.

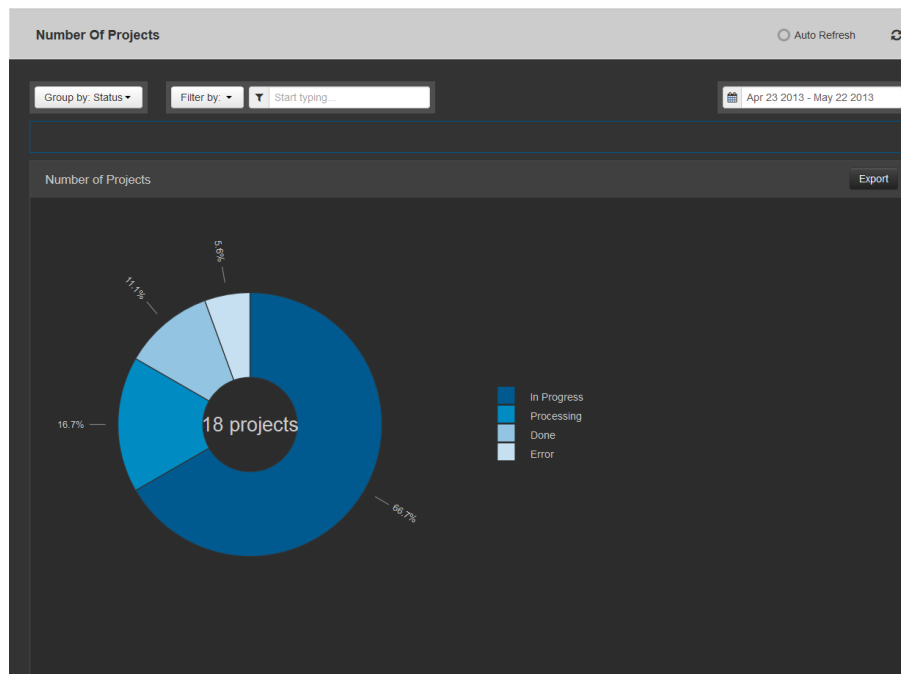
## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

### 2.5.3. Number of Projects

#### General Description

The Number of Projects report displays the total number of projects that were created in a particular period. By default, the projects of the last 30 days are displayed grouped by their status.



A donut chart displays the total number of projects and also the proportional division of the projects per project status. If you hover your cursor over a particular portion, a tool tip will appear giving more detailed information.

Click  to open an enlarged version of the chart.

## Grouping Criteria

The projects can also be grouped by one of the following criteria:

- Company
- Country
- Request
- Type
- User Group

## Filter Criteria

Beside grouping the data, you can also filter the data by one or more of the following criteria:

- Company
- Country
- Login
- Request
- Status
- Type
- User
- User Group

The applied filters are displayed in the Filter bar beneath the filter and grouping fields.

You can also filter the information by date range.

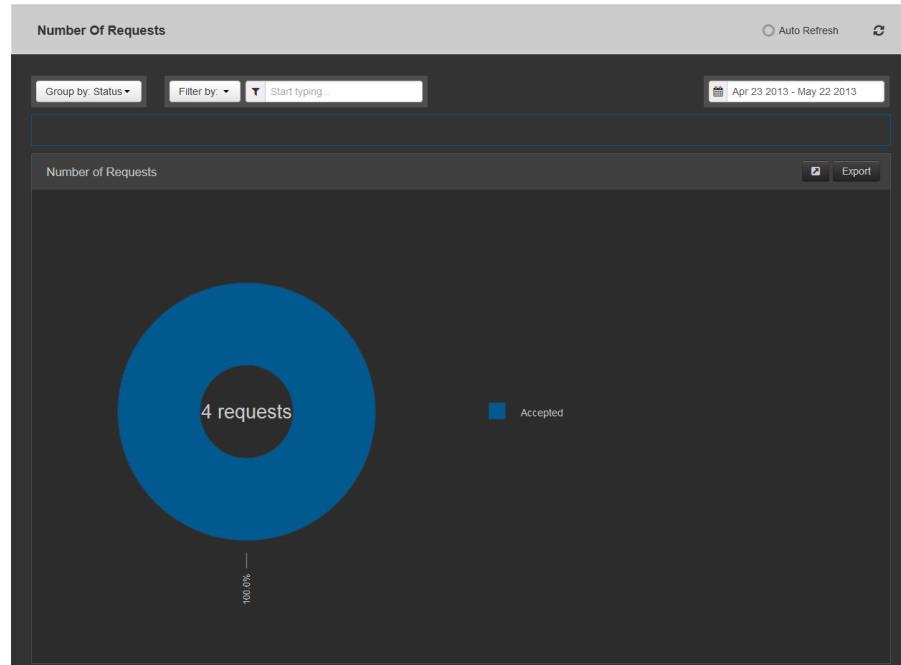
## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

## 2.5.4. Number of Requests

### General Description

The Number of Requests report displays the total number of requests that were created in a particular period. By default the requests of the last 30 days are displayed grouped by their status.



A donut chart displays the total number of requests and also the proportional division of the requests per request status. If you hover your cursor over a particular portion, a tool tip will appear giving more detailed information.

Click  to open an enlarged version of the chart.

## Grouping Criteria

The requests can also be grouped by one of the following criteria:

- Browse Workflow: A browse workflow can be assigned to a request. It determines which user will be able to create projects and search for the requested content in the digital archive. Two types of browse workflows can be distinguished:
  - In the Owner Browse workflow the digital content owner will browse the digital archive, make a selection of the content and send it to the customer. The customer can accept the selection or send an adapted version back to the digital content owner.
  - In the Customer Browse workflow the customer is allowed to browse the digital archive and make a selection of the content. This selection is sent to the digital content owner to be approved.
- Company
- Country
- Project Status
- Project Type
- User Group

## Filter Criteria

Beside grouping the data, you can also filter the data by one or more of the following criteria:

- Browse Workflow
- Company
- Country
- Project Status
- Project Type
- Status
- User
- User Group

The applied filters are displayed in the Filter bar beneath the filter and grouping fields.

You can also filter the information by date range.

## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

## 2.5.5. Real-time Deliveries

### General Description

The Real-time Deliveries report displays the progress of the projects that have been or are being delivered.

Real Time Deliveries				
<div> Group by: <span></span> Filter by: <span></span> Start typing... <div>Jun 4 2013 - Jul 3 2013</div> </div>				
Deliveries				
TITLE	PRIORITY	STATUS	LAST CHANGED	PROGRESS
▶ 2012 Summer Olympics: Equestrian Finals	Normal	Error	2013-06-11 02:40:23	86%
▶ 2012 Summer Olympics: Judo 2nd Round	Normal	Error	2013-06-11 02:40:23	86%
▶ 2012 Summer Olympics: Archery Semi-Finals	Normal	Error	2013-06-11 02:40:22	86%
▶ 2012 Summer Olympics: Badminton 1st Round	Normal	Error	2013-06-11 02:40:21	88%
▶ 2012 Summer Olympics: Boxing Quarter Finals	Normal	Error	2013-06-11 02:40:20	83%
▶ 2012 Summer Olympics: Basketball: Belgium vs. Spain	Normal	Error	2013-06-07 03:29:36	0%
▶ 2012 Summer Olympics: Basketball: Russia vs. France	Normal	Error	2013-06-07 03:58:31	67%
▶ 2012 Summer Olympics: Badminton Finals	Normal	Error	2013-06-07 04:27:36	67%
▶ 2012 Summer Olympics: Basketball: Germany vs. Serbia	Normal	Error	2013-06-07 05:04:38	60%
▶ 2012 Summer Olympics: Equestrian Semi-Finals	Normal	Error	2013-06-11 02:40:17	80%

### Projects

By default, the last 10 projects of the last 30 days are displayed.

For each project, the following data is displayed:

- Title
- Priority
- Status
- Last changed
- Progress

A project can have one of the following statuses:

Status	Description	Color Code
Processing	The project is still being processed.	orange
Error	An error occurred during the delivery process.	red
Done	The project has been processed successfully.	green

## Actions

If you click a project, the various actions that are being or have been performed to deliver the project are displayed.

Deliveries				
		Export		Number of Results: 10 ▾
TITLE	PRIORITY	STATUS	LAST CHANGED	PROGRESS
▼ 2012 Summer Olympics: Basketball: Germany vs. Serbia	Normal	Error	2013-06-11 02:40:23	<div><div></div></div> 86%
ACTION TYPE	ACTION	DESCRIPTION	STATUS	ERRORS
● Deep Archive: Restore	2012 Summer Olympics: Basketball: Germany vs. Serbia [1762354-ABC-AAC]	1st Quarter	Done	0
● Deep Archive: Restore	2012 Summer Olympics: Basketball: Germany vs. Serbia [1762354-ABC-AAD]	2nd Quarter	Done	0
● Conversion	1762354-ABC-AAD	MPEG-2 Program Stream 7.5 Mbps to Conversion MPEG-2 Program Stream 7.5 Mbps	Done	0

For each action, the following information is displayed:

- Action Type
- Action
- Description
- Status
- # of errors

An action type can have one of the following statuses:

Status	Description	Color Code
Done	The action has been successfully executed.	green
Processing	The action has been requested, but has not been executed yet.	orange
Error	An error occurred during the execution of the action type.	red

## Action Events

If you click certain actions, the various action events that are being or have been performed are displayed.

▼ Burn DVD/BD	DVD-5 no. 1	quantity : 1	Error	3
ACTION EVENT		FINISHED DATE		
DVD Burning Requested		Not executed yet		
DVD Burning Done		Not executed yet		
DVD Temporary File Cleanup		Not executed yet		

The name of the action event and the date it was finished are displayed.

## Filter Criteria

The data can be filtered by one of the following criteria:

- Company
- Is Visible: If you select the filter value 'True', only the projects that were not hidden in the MAD Web client will be displayed. If you select the filter value 'False', both the hidden and visible projects will be displayed.
- Status
- Title
- User

When the Title filter is selected, you can also filter the deliveries by a partial delivery title.

## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.



## 2.6. Media Reports

### 2.6.1. Introduction

The reports belonging to the Media category allow to retrieve statistics about specific media items. Four types of reports can be distinguished:

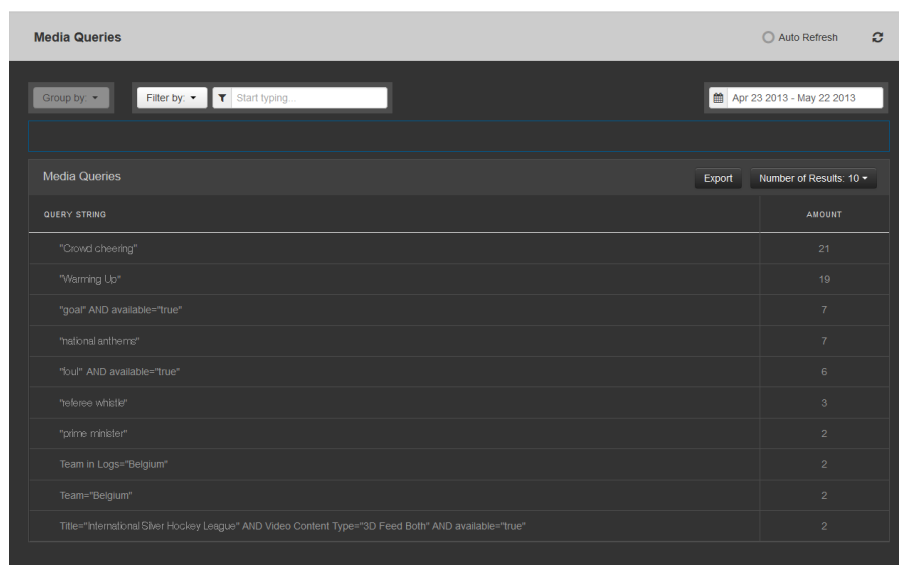
- Media Queries
- Media Played
- Content Requested by User

Each of these reports will be displayed in greater detail below.

### 2.6.2. Media Queries

#### General Description

The Media Queries report displays a list with the top {N} queries used on a particular day or in a particular period to search for specific media items in the digital archive.



The screenshot shows the 'Media Queries' report interface. At the top, there are controls for 'Group by', 'Filter by', a search input 'Start typing...', and a date range picker set to 'Apr 23 2013 - May 22 2013'. Below these is a table with the following data:

QUERY STRING	AMOUNT
"Crowd cheering"	21
"Warming Up"	19
"goal" AND available="true"	7
"national anthems"	7
"oul" AND available="true"	6
"referee whistle"	3
"prime minister"	2
Team in Logs="Belgium"	2
Team="Belgium"	2
Title="International Silver Hockey League" AND Video Content Type="3D Feed Both" AND available="true"	2

By default, the top 10 search queries of the last 30 days are shown. The most frequently used search queries are ordered at the top of the list. Next to each query is shown how many times it was used.

To view the most popular queries of a particular day or another period, click the date picker and select another date or date range.

To view more search queries, click the **Number of Results** box and select the desired number of results to be shown. You can choose between '10', '25', '50', '100' or 'All Results'.

## Filter Criteria

You can filter the queries by one of the following criteria:

- Company
- Country
- Has Auto Complete: The query has been auto completed.
- Has Filters: The query contains one or more search filters.
- Has Free Text: The query contains free text entries.
- Login
- Project Status
- Project Status Type
- Project Title
- Query String
- Request Name
- User
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes. When the Query String filter is selected, you can also filter the queries by a partial query string.

Note that the data in this list cannot be grouped.

## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

## 2.6.3. Media Played

### General Description

The Media Played report displays the media items that have been played back in the Media Player of the MAD Web client on a particular date or in a particular period.

Media Played		
<div> <div>Group By: None</div> <div>Filter by: <input type="text" value="Start typing..."/></div> <div>Apr 23 2013 - May 22 2013</div> </div>		
<div> <div>Viewed Media</div> <div>Export</div> <div>Number of Results: 10</div> </div>		
TITLE	ID	PLAY COUNT
2012 Summer Olympics: Judo 2nd Round	1234567	19
2012 Summer Olympics: Archery Semi-Finals	1234576	16
2012 Summer Olympics: Badminton 1st Round	2134576	15
2012 Summer Olympics: Boxing Quarter Finals	2143676	14
2012 Summer Olympics: Equestrian Finals	1234667	13
2012 Summer Olympics: Basketball, United States vs. Spain	3412367	9
2012 Summer Olympics: Basketball, Russia vs. France	7654321	8
2012 Summer Olympics: Basketball, Lithuania vs. Argentina	1723354	7
2012 Summer Olympics: Baseball, Germany vs. Serbia	1782354	5
2012 Summer Olympics: Equestrian Semi-Finals	6724315	5

For each media item the following information is displayed:

- **Title:** Title of the media item.
- **ID:** Media ID assigned to the media item in Media Manager. See the Media Manager user manual.
- **Play Count:** Number of times the media item has been played back in the Media Player of the MAD Web client

By default, the 10 most viewed media items are displayed. To view more media items, click the **Number of Results** box and select the desired number of results to be shown. You can choose between '10', '25', '50', '100' or 'All Results'.

### Filter Criteria

You can filter the media items by one or more of the following criteria:

- Company
- Country
- Media Title
- Project Status
- Project Status Type
- Project Title
- Request Browse Workflow
- Request Name

- Request Status
- User
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes. When the Media Title filter is selected, you can also filter the media items by a partial media item title.

You can also filter the information by date range.

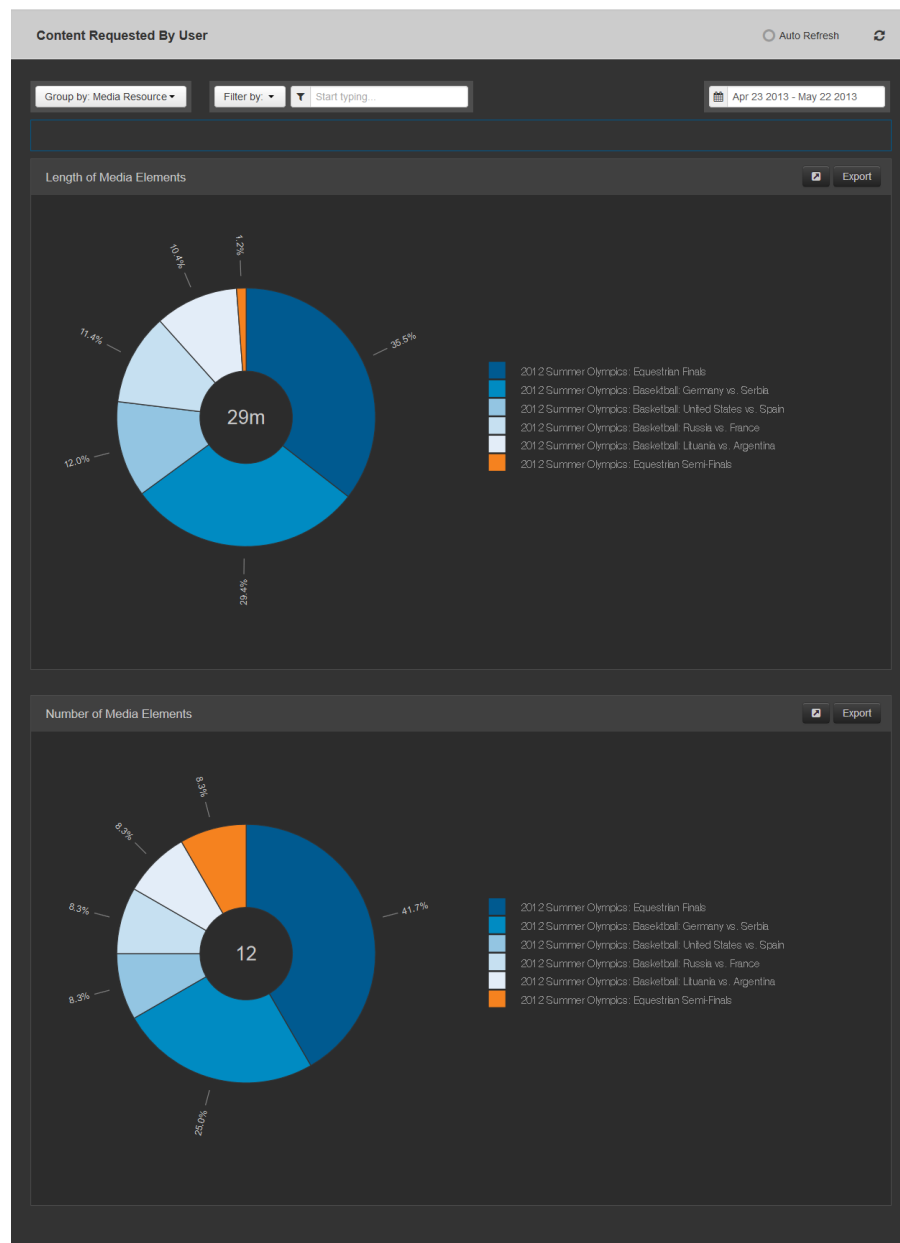
## Exporting Report Data

To export the information that is displayed in the list, click the **Export** button. It will be exported in the form of a .csv file.

## 2.6.4. Content Requested by User

### General Description

The Content Requested by User report displays the total number and the total length of media elements that were delivered.



The first donut chart displays the total length of all the media elements that were delivered on a particular day or in a particular period and the proportional division per media element.

The second donut chart displays the total number of media elements that were delivered on a particular day or in a particular period and the proportional division per media element. If you hover your cursor over a particular portion, a tool tip will appear giving more detailed information.

Click  to open an enlarged version of the chart.

## Grouping Criteria

By default, the media elements are grouped according to media resource, e.g. Tape, DVD, Blu-ray, etc.

You can also group the media elements by one of the following criteria:

- Company
- Country
- Media Resource
- Project Status
- Project Status Type
- Project Title
- Request
- User
- User Group

## Filter Criteria

Beside grouping the data, you can also filter it by one or more of the following criteria:

- Company
- Country
- Project Status
- Project Status Type
- Project Title
- Request Browse Workflow
- Request Name
- Request Status
- User
- User Group

The applied filters are displayed in the Filter bar beneath the grouping and filter boxes.

## Exporting Report Data

To export the information that is displayed, click the **Export** button. It will be exported in the form of a .csv file.



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